

**Glentworth Village Hall  
Stony Lane  
Glentworth  
Lincolnshire  
DN21 5DF**

## **GLENTWORTH VILLAGE HALL FIRE SAFETY RISK ASSESSMENT**

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## **INTRODUCTION**

This is a Fire Safety Risk Assessment for Glentworth Village Hall (GVH).

The assessment has been:

- i) prepared by Dr Rodney May a member of GVH committee;
- ii) reviewed by David van den Bos and Chris Hall, Treasurer and Chairman respectively of the committee; and
- iii) approved as an accurate assessment of GVH by all three people identified above.

Dr May is an expert in the application of the international standard on the functional safety of electrical/electronic/programmable electronic safety-related systems (IEC61508). As such he is judged to have transferable skills to perform a fire safety risk assessment of GVH.

Glentworth Village Hall (GVH) is a modern single storey building completed in 2001. When built it was compliant with all relevant standards and regulations for fire safety, including: fire detection and alarm systems; fire extinguishing equipment; and ample evacuation routes designed to accommodate disable people. When used the hall is usually single occupancy.

Section 2 provides the details of the Fire Safety Risk Assessment. It is based on showing compliance with the document "Fire Safety Risk Assessment, small and medium places of assembly, HM Government, Department of Communities and Local Government, 2006, ISBN: 978 1 85112 8167". The definition of medium places of assembly our premises which can accommodate up to 300 people and specifically include village halls.

In support of the assessment four appendices are included:

Appendix A – Event Tree Analysis for GVH

Appendix B – Instructions, Plans and Checklists

Conclusions are drawn in Section 3.

## **ASSESSMENT**

Compliance with “Fire Safety Risk Assessment, small and medium places of assembly, HM Government, Department of Communities and Local Government, 2006, ISBN: 978 1 85112 8167”.

### Compliance with the Fire Safety Order safety duties.

<b>Requirements</b>	<b>GVH resolution</b>
You must appoint one or more competent persons, depending on the size and use of your premises, to assist in undertaking any of the preventive and protective measures required by the Order <sup>1</sup> (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.	The responsible person for GVH is recorded in the minutes of the GVH committee.  Each person or group who use GVH designate a responsible person. See Fire Safety Instructions for Users.
You must provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.	Compliant. See Fire Safety Instructions for Users of GVH.
You must consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.	Compliant. See Fire Safety Instructions for Users of GVH.  It is noted that the GVH committee is not an employer in the normal sense of the word.
You must, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.	Compliant. See Fire Safety Instructions for Users of GVH.  It is noted that the GVH committee, persons and groups who use GVH do not normally employ children.
You must inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.	Compliant. See Fire Safety Instructions for Users of GVH.  It is noted that temporary or contract workers are not normally employed.

<sup>1</sup> In respect of the Statutory Instrument 2005 No. 1541 - Regulatory Reform (Fire Safety) Order 2005 (the Order).

<p>You must co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find, and how you will seek to reduce/control those risks which might affect the safety of their employees.</p>	<p>Not applicable. The building is for the exclusive use as a village hall.</p>
<p>You must provide the employer of any person from an outside organisation who is working in your premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.</p>	<p>Not applicable. GVH does not employ outside organisations to work on the premises.</p>
<p>If you are not the employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control.</p>	<p>Not applicable. GVH does not have more than one workplace.</p>
<p>You must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.</p>	<p>Compliant. See this fire safety risk assessment.</p>
<p>You must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.</p>	<p>Compliant. See GVH Evacuation Plan.</p>
<p>You must provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.</p>	<p>Compliant. See Fire Safety Instructions for Users of GVH.</p>
<p>You must ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair.</p>	<p>Compliant. See this fire safety risk assessment.</p>
<p>Your employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.</p>	<p>Compliant. See Fire Safety Instructions for Users of GVH.  It is noted that GVH is not an employer in the normal sense of the word.</p>

Compliance with the Check lists.

Step	Checklist	GVH Resolution
1	<u>Identify Fire Hazards</u>	
	Have you identified all potential ignition sources?	Compliant. The potential ignition sources are small in number. Those identified are: gas (cooker and heating boiler); electrical (misuse or faulty); naked flames (events); and arson.
	Have you identified all potential fuels sources?	Compliant. The potential fuel sources are few in number and quantity. Those identified include: flammable liquids such as alcohol, cooking oil, and cleaning products; packaged food stuffs; BBQ charcoal; plastic toys; curtains; litter and waste products
	Have you identified all potential sources of oxygen?	Compliant. Natural airflow through doors and windows.
	Have you made a note of your findings?	Compliant. This document.
2	<u>Identify people at risk</u>	
	Have you identified who is at risk?	Compliant. The booking record identifies all people and groups at risk.
	Have you identified why they are at risk?	Compliant. No special circumstances, only as users of GVH.
	Have you made a note of your findings?	Compliant. The booking record.
3	<u>Evaluate, remove, reduce, and protect from risk</u>	
3.1	Evaluate the risk of a fire occurring	Compliant. See Event Tree analysis. The risk of a fire occurring is very low. The combination of ignition and fuel sources is low.
3.2	Evaluate the risk to people	Compliant. See Event Tree analysis. The risk to people is very low. GVH is a modern single-storey building specifically designed to meet the fire safety regulations in force in 2001.

3.3	Remove or reduce the hazards	
	Remove or reduce sources of ignition.	Compliant. The sources of ignition have already been reduced to a minimum level. Users are advised not to introduce new sources of ignition. See Fire Safety Instructions for Users of GVH.
	Remove and reduce sources of fuel	Compliant. The sources of fuel have already been reduced to a minimum level. Users are advised not to introduce new sources of fuel. See Fire Safety Instructions for Users of GVH.
	Remove or reduce sources of oxygen	Compliant. Most doors are fitted with door closures. Doors are normally kept shut to restrict unauthorised access.
3.4	<u>Remove or reduce the risk to people</u>	
3.4.1	<u>Fire detection and warning systems</u>	
	Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?	Compliant. GVH is fitted with automatic fire detection system. Also given the layout of GVH a fire would be quickly noticed by the users. Both ensure a fire is detected quickly.
	Are the detectors of the right type and in the appropriate locations?	Compliant. The detectors are of the right type and in appropriate locations.
	Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point? Are there provisions in locations where the alarm cannot be heard?	Compliant. The warning can be clearly heard and understood throughout GVH.
	If the fire detection and warning system is electrically powered, does it have a back-up power supply?	Compliant. The system is battery backed up.
3.4.2	<u>Fire fighting equipment and facilities</u>	
	Are the extinguishers suitable for the purpose?	Compliant. 5 water and 1 dry powder fire extinguisher and 2 fire blankets at appropriate locations, one adjacent to the kitchen (where the main potential ignition source is located)
	Are there enough extinguishers	Compliant. As advised by

	sited throughout the premises at appropriate locations?	independent external body.
	Are the right type of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?	
	Are the extinguishers visible or does the position need indication?	Compliant. All the fire extinguishers are visible.
	Have you taken steps to prevent the misuse of extinguishers?	Compliant. The extinguishers are fitted with tamper seals.
	Do you regularly check equipment provided to help maintain the escape routes?	Compliant. The escape routes, doors and there associated illuminated exit signs are checked monthly.
	Do you carry out daily checks to ensure that there is clear access for fire engines?	Compliant. GVH is observed, usually several times a day, by members of the committee. If an obstruction was observed immediate measures would be taken to have it removed.
	Are those who test and maintain the equipment competent to do so?	Compliant. GVH fire arrangements are tested by an authorised external body. The GVH responsible person is competent to carry out the additional regular simple checks.
	Do you have necessary procedures in place to maintain facilities that have been provided for the safety of people in the building (or for the use of fire fighters, such as access for fire engines and fire fighting lifts)?	Compliant. This document identifies the process in place.
3.4.3	<u>Escape routes</u>	
	Is your building constructed, particularly in the case of multi-storey buildings, so that, if there is a fire, heat and smoke will not spread uncontrolled through the building to the extent that people are unable to use the escape routes?	Compliant. Modern single-storey building built to be compliant with the fire regulations applicable in 2001.
	Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?	

	Can all the occupants escape to a place of total safety in a reasonable time?	
	Are the existing escape routes adequate for the numbers and type of people that may need to use them e.g. staff and members of the public, including disabled people?	Compliant. Modern single-storey building with good escape routes, including provision for disabled people.
	Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?	Compliant. Modern single-storey building with escape routes in the right places leading directly as possible to the outside assembly area.
	If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain available?	Compliant. Modern single-storey building with at least one escape route always available.
	Are the escape routes and final exits kept clear at all times?	Compliant. Users are advised to keep the escape routes and final exits clear at all times. See Fire Safety Instructions for Users of GVH.
	Do the doors on escape routes open in the direction of escape?	Compliant. The doors on the official escape routes open in the direction of escape.
	Can all final exit doors be opened easily and immediately if there is an emergency?	Compliant. All final exit doors can be opened easily and immediately. It is noted that the key to the kitchen door is located securely beside the door.
	Will everybody be able to safely use the escape routes from your premises?	Compliant. It is judged that everybody will be able to safely use the escape routes from GVH.
	Are the people who work in the building aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes?	Compliant. All users of the Hall are advised of their responsibilities. See Fire Safety Instructions for Users of GVH.
	Are there any particular or unusual issues to consider?	None.

3.4.4	<u>Emergency escape lighting</u>	
	Are your premises used during periods of darkness?	GVH is used during periods of darkness.
	Will there always be sufficient lighting to safely use escape routes?	Compliant. Modern building with emergency lighting installed.
	Do you have back-up power supplies for your emergency lighting?	Compliant. Back-up battery installed.
3.4.5	<u>Signs and notices</u>	
	Where necessary, are escape routes and exits, the locations of fire fighting equipment and emergency telephones indicated by appropriate signs?	Compliant. Escape routes and exits indicated by approved signage. Fire equipment and extinguishers clearly visible. No emergency telephone.
	Have you provided notices such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing fire hazards that must be kept shut and fire action notices for staff and other people?	Compliant. No security devices on exit doors apart from kitchen which is equipped with a key. Restricted access to plant room and office. Fire Safety evacuation notices are located throughout building.
	Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?	Compliant. Signs and notices checked at appropriate intervals and maintained. See GVH Fire Safety Check lists.
	Are you maintaining signs that you have provided for the information of the fire and rescue service, such as those indicating the location of water suppression stop valves and the storage of hazardous substances?	Not applicable, no water suppression stop valves or the storage of hazardous substances.
3.4.6	<u>Installation, testing and maintenance</u>	
	Do you regularly check all fire doors and escape routes and associated lighting and signs?	Compliant. See GVH Fire Safety Check lists.
	Do you regularly check all your fire fighting equipment?	Compliant. GVH fire fighting equipment is tested by an authorised external body every 12 months.

	Do you regularly check your fire detection and alarm equipment?	Compliant. GVH fire fighting detection and alarm is tested by an authorised external body every 6 months. Simple checks performed monthly. See GVH Fire Safety Check lists.
	Are those who test and maintain the equipment competent to do so?	Compliant. The external body is accredited for the testing of the GVH fire and safety facilities. The GVH responsible person is competent to carry out the additional regular simple checks.
	Do you keep a log book to record tests and maintenance?	Compliant. See GVH Fire Safety Check lists for details.
Step 3 Checklist	<u>Evaluate, remove, reduce and protect from risks by:</u>	
	Evaluating the risk to people in your building if a fire starts.	Noted.
	Have you: – Removed or reduced sources of ignition? – Removed or reduced sources of fuel? – Removed or reduced sources of air or oxygen?	Compliant. See this document.
	Removing or reducing the hazards that might cause a fire. Have you removed or reduced the risks to people if a fire occurs by: – Considering the need for fire detection and for warning? – Considering the need for fire fighting equipment? – Determining whether your escape routes are adequate? – Determining whether your lighting and emergency lighting are adequate? – Checking that you have adequate signs and notices? – Regularly testing and maintaining safety equipment? – Considering whether you need any other equipment or facilities?	Compliant. See this document.

4	<u>Record, Plan, Inform, Instruct and Train</u>	
4.1	<u>Record the significant findings and action taken.</u>	
	Have you recorded the significant findings of your assessment?	Compliant. See this document.
	Have you recorded what you have done to remove or reduce the risk?	
	Are your records available for inspection by the enforcing authority?	Compliant. The GVH secretary holds copies of the records produced by the GVH responsible person and the authorised external body.
4.2	<u>Emergency plans</u>	
	Do you have an emergency plan and, where necessary, have you recorded the details?	Compliant. See the GVH Fire Safety Evacuation Plan.
	Does your plan take account of other emergency plans applicable to the same building?	Not applicable, not multi-occupied.
	Is the emergency plan available to the enforcing authority?	Compliant. The GVH Secretary holds a copy of the GVH Fire Safety Evacuation Plan.
4.3	<u>Inform, instruct, co-operate and co-ordinate</u>	
	Have you told your staff about the emergency plan?	Compliant. See the GVH Fire Safety Evacuation Plan.
	Do you know the location and identity of people you have nominated to do a particular task?	
	Have you given staff information about any dangerous substances?	Not applicable, no dangerous substances.
	Do you have arrangements for informing temporary or agency staff?	Not applicable, no temporary or agency staff.
	Do you have arrangements for informing other employers whose staff are guest workers in your premises, such as maintenance contractors and cleaners?	Compliant. See Fire Safety Instructions for Users of GVH.

	Have you informed guests and visitors about what to do in an emergency?	Compliant. See Fire Safety Instructions for Users of GVH.
	Have you co-ordinated your fire safety arrangements with other responsible people and with any contractors in the building?	Compliant. Co-ordination usually not applicable. However see Fire Safety Instructions for Users of GVH.
	Have you recorded details of any information or instructions you have given and the details of any arrangements for co-operation and co-ordination with others?	Compliant. Co-ordination usually not applicable. However see Fire Safety Instructions for Users of GVH.
4.4	<u>Fire safety training<sup>2</sup></u>	
	Have your staff received any fire safety training?	Compliant. GVH is a simple premise. Training is by advising users of the fire safety arrangements. See Fire Safety Instructions for Users of GVH.
	Have you carried out a fire drill recently?	Not applicable, GVH is a simple premise.
	Are employees aware of specific tasks if there is a fire?	Not applicable. GVH is not an employer in the normal sense of the word.
	Are you maintaining a record of training sessions?	Not applicable. GVH is a simple premise.
	Do you carry out joint training and fire drills in multi-occupied buildings?	Not applicable. GVH is not multi-occupied.
	If you use or store hazardous or explosive substances have your staff received appropriate training?	Not applicable. GVH does not use or store hazardous or explosive substances

<sup>2</sup> In simple premises this may be no more than showing new staff the fire exits and giving basic training on what to do if there is a fire. In most premises, in particular where there is a high staff turnover and many shift patterns, the organisation of fire safety training will need to be more formal, e.g. by an induction course. Some of your staff may have received some fire safety training as part of a national accreditation scheme (e.g. door staff and stewards).

5	<u>Review</u>	
	<p>If you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your assessment and if necessary revise it.</p> <p>Reasons for review could include: changes to work activities or the way that you organise them, including the introduction of new equipment; alterations to the building, including the internal layout; substantial changes to furniture and fixings; the introduction, change of use or increase in the storage of hazardous substances; the failure of fire precautions, e.g. fire-detection systems and alarm systems, life safety sprinklers or ventilation systems; significant changes to displays or quantities of stock; a significant increase in the number of people present; and the presence of people with some form of disability.</p>	<p>Compliant. See GVH Fire Safety Check lists.</p> <p>GVH will perform a review if there is reason to suspect the fire risk assessment is no longer valid or there has been a significant change in the premises that has affected the fire precautions.</p> <p>With regard to the list of reasons, their likelihood is small.</p>

## **CONCLUSIONS**

It is concluded that GVH is compliant with UK fire safety regulations for village halls.

The main basis of this conclusion is an assessment against the publication "Fire Safety Risk Assessment, small and medium places of assembly". Compliance is shown against both the Fire Safety Order safety duties and with the check lists. This is reported in Section 2.

In addition a simple Event Tree Analysis (ETA) is given in Appendix A. The ETA suggests that the risk of death through a fire is tolerable. What is acceptable an unacceptable risk has been proposed by the Health & Safety Executive according to the following table:

<b>Likelihood of a death of a member of the public per year</b>	<b>Risk</b>
Greater than $10^{-4}$	Unacceptable
$10^{-4}$ and $10^{-6}$	Tolerable only if further risk reduction is impracticable or if the cost of risk reduction is grossly disproportionate to any improvement gained
Less than $10^{-6}$	Broadly acceptable

This conclusion might have been expected. GVH is a modern single storey building completed in 2001, which when used is usually single occupancy. When built it was compliant with all relevant standards and regulations for fire safety, including: fire detection and alarm systems; fire extinguishing equipment; and ample evacuation routes designed to accommodate disable people.

## APPENDIX A - EVENT TREE ANALYSIS

The estimated likelihood of a fire incident in any one year when GVH is occupied is:

<b>Event</b> Up = Yes, Down = No						<b>Risk</b>	
Number of times GHV occupied in one year 1	Uncontrolled Ignition source present (hazardous situation) 2	Ignition occurs (hazardous event) 3	Fire not extinguished 3	Inability to escape from fire 2	Multiple deaths, average 10 persons	Likelihood per year	Severity
$6.8 \times 10^{+2}$	$1.0 \times 10^{-4}$	$1.0 \times 10^{-2}$	$1.0 \times 10^{-1}$	$1.0 \times 10^{-1}$	$2.5 \times 10^{-1}$	$1.7 \times 10^{-6}$	Multiple deaths
				$7.5 \times 10^{-1}$	$5.1 \times 10^{-6}$	Single death	
			0.9	N/A	$6.1 \times 10^{-5}$	Significant damage to building	
		0.9	Not applicable		$6.1 \times 10^{-4}$	Significant incident	
		0.99	Undeveloped		Not applicable	Normal operation	

	0.9999	Undeveloped		
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<sup>1</sup> Estimated from booking record (Average 13 bookings per week times 52 weeks).

<sup>2</sup> Based on no uncontrolled ignition source present (e.g. gas leak from gas stove) for the period 2001 to 2009.

<sup>2</sup> Two subjective assumptions; ignition occurs (e.g. someone lights a match) and the fire arising is not extinguished (e.g. fire extinguisher not used).

The total likelihood of a death is estimated at  $((10 \times 1.7) + (1 \times 5.1)) 10^{-6} = 2.2 \times 10^{-5}$ .

## **APPENDIX B – INSTRUCTIONS, PLANS AND CHECK LISTS**

This Appendix contains the:

- i) Fire Safety Instructions for Users of GVH;
- ii) GVH Fire Safety Evacuation Plan; and
- iii) GVH Fire Safety Check Lists.

The GVH booking secretary shall ensure that a hirer of the hall, or the designated representatives of a group using the hall, has a copy of the “Fire Safety Instructions for Users of GVH”.

The GVH committee shall ensure that the “GVH Fire Safety Evacuation Plan” is implemented, such that all users can make themselves aware of the fire safety evacuation plan details.

The GVH committee shall make arrangements for the “GVH Fire Safety Check Lists to be undertaken as specified and the results of the checks recorded and held for examination.

## **FIRE SAFETY INSTRUCTIONS FOR USERS OF GVH**

Each group who uses GVH shall:

- i) designate a person who is responsible for fire safety for that group.

The designated responsible person for that group shall:

- i) make themselves aware of the GVH Fire Risk Assessment <sup>3</sup>;
- ii) when using the hall, ensure escape routes are kept free and access for fire engines is maintained on the driveway;
- iii) in the event of a fire, ensure that the GVH Evacuation plan is applied successfully; and
- iv) advise the GVH responsible person of any issues which in their opinion could affect fire safety and should be addressed.

The designated responsible person shall ensure all people within their group, including new people, visitors, temporary or contract workers:

- i) know the responsible fire safety person for their group;
- ii) are aware of the fire risks and the measures taken to prevent fires and how these measures will protect them;
- iii) are aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open or blocked and that combustible materials are not stored within escape routes;
- iv) do not themselves introduce new fire hazards such as new sources of ignition and fuel;
- v) are aware of the GVH Fire Safety Evacuation plan; and
- vi) co-operate fully with the fire safety arrangements;.

A single person using the hall is assumed to be the designated person for fire safety and will adhere to all of the instructions above.

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<sup>3</sup> Note, a copy of the Fire Safety Risk Assessment is held by the GVH Committee Secretary

## GVH FIRE SAFETY EVACUATION PLAN

The Fire Action notice (enclosed at the end of this report) must be displayed prominently throughout the building.

The contact for the emergency services would normally be Lincolnshire Fire and Rescue Services. GVH does not have a telephone therefore a mobile telephone should be used. In the absence of a mobile telephone one of the neighbouring houses should be approached.

The evacuation plan for Glentworth Village Hall is:

- i) If a person discovers a fire and the fire alarm has not sounded the person discovering the fire, should shout fire.
- ii) On hearing the fire alarm or the shout "fire" all people shall evacuate the hall in an expeditious manner by the nearest exit.
- iii) All doors should be closed once the building is evacuated.
- iv) All people shall proceed to the assembly point which is the gravel area adjacent to the road in the front of the building.
- v) The responsible person shall perform a roll call to ensure all people have evacuated the hall.
- vi) The responsible person shall advise the Fire Service as soon as possible after a fire is discovered. This would normally be a 999 call. Note there are no dangerous substances on the premises.
- vii) A competent person should where possible attack the fire provided no unacceptable risks are taken.

No person should re-enter the hall unless permitted by the Responsible Person, who would take guidance from the Fire and Rescue Service.

## **GVH FIRE SAFETY CHECK LISTS**

### **GVH committee**

The GVH committee is accountable for the checks listed below. A Fire Safety check is an item on all agendas of the GVH committee meeting. GVH committee meetings are typically held monthly. All minutes of the GVH committee meeting record that a Fire Safety check has been made and if there are any failures and/or observations these are noted together with any necessary actions and their resolution.

### **Fire Safety Checks**

#### **General**

- Emergency procedure information clearly displayed
- Access for fire engines kept clear (driveway)
- Rubbish and waste material cleared promptly
- Electrical equipment safe and not subject to overloading
- Introduction of new fire safety hazards (i.e. candles, entertainment equipment) reviewed as acceptably safe
- Any changes to the building, its contents and its use reviewed to see if they affect the fire safety risk assessment
- Minutes of the GVH committee record fire safety checks

#### **Monthly**

- Escape routes clearly marked, doors unobstructed and associated illuminated exit signs operational
- Fire alarm
- Emergency lighting

#### **Authorised external body**

(Check of fire alarm and protection equipment and emergency lighting )

- 6 monthly check
- 12 monthly check

# Fire Action

**Any person discovering a fire**

**Sound the alarm**

**Call the fire brigade**

**Attack the fire if safe using the  
appliances provided**

**On hearing the fire alarm**

**Leave the building by the nearest  
available route**

**Close all doors behind you**

**Report to the assembly point**



**Do not take risks**

**Do not return to the building for any  
reason until authorised to do so**